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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive Officer/TR

DATE: 14 September 1955

FROM : Chief, Instructional Services Branch

SUBJECT: Weekly Activity Report, No. 37  
7 - 13 September 1955I. SIGNIFICANT ITEMS

None

II. OTHER ACTIVITIES

1. Catalog of Courses - Revisions 1 November 1955, all catalogs: incomplete; the revised course descriptions have been submitted by Training Division/TSS, in addition to schedules and minor changes therein; awaiting revisions from Chiefs OS, BS, IS and LETS. Chief BS has indicated the need for additional time.

2. The 19 September issue of the Instructor's Guide to Current References has been forwarded to PSD/LO for publication.

3. The first issue of the OTR publication Studies in Intelligence will be received from PSD/LO prior to 16 September and dissemination of the issue will be made during the week of 19 September. The efforts of the staff of VAS in the design of the publication and the work of the Printing and Services Division/LO have been commendable in the handling of the publication of the first issue.

4. Bibliographies

a. Economic Conditions in SEA. The compilation of the material has been completed and will be made available to [ ] LETS

25X1

b. [ ] The State Dept. and the 25X1  
Dept. of Commerce have been queried regarding available published materials; it may be necessary to make arrangements through OO/C in obtaining information dealing with [ ]  
[ ] is continuing the liaison arrangements.

5. TSS Film. A delay has occurred in the processing stage of the final print of the film, and the deadline for the finished print has been postponed until the week of the 19th September.

~~SECRET~~

6. The staff of AAS/ISB is assisting [ ] 06 instructor, Covert Training Branch, in putting a Spanish sound track on 1 feature film and 3 short reels; the films have been laminated for use with the Magni-Stripe Movie Projector and will be used for covert training in the Headquarters area.

25X1

7. Lesson plans received during the week--2  
Overseas requests processed during the week--1

8. The [ ] arrangements for the procurement of the Greek Language tapes is continuing. It was learned that USIA was instrumental in financing the "Reverse-English" Language Series. [ ] was contacted by ISB and the possibility of obtaining the master tapes was discussed.

25X1

9. Attendance at the language film program:

|            |              |   |
|------------|--------------|---|
| a. German  | 7 September  | 8 |
| b. Spanish | 8 September  | 1 |
| c. Italian | 13 September | 1 |

10. Training aids completed during the week:

- a. Basic/BOC. Repair, revisions and alterations to 13 displays and exhibits.
- b. Basic/BOC. 1 large training chart.
- c. Basic/OpsSup. 1 training chart.
- d. Basic/Management. A magnetic board training aid of 7 parts.
- e. Ops/CPW. A total of 13 training charts.
- f. Ops/War Plans. Miscellaneous cards, total--10.

11. The compilation of a reference "picture morgue" for the art staff of VAS/ISB is continuing at IAB/Office of Personnel.

12. The final layout for the ORR Display--BOC Intelligence Exhibits will be completed by 19 September, and will be reviewed by C/ISB and the co-ordinating offices of ORR on Tuesday, 20 September.

13. The construction work on the modifications of Rooms 2127-2129 I Building is nearing completion. The production plan and schedule for the design of cultural display panels and the exhibition of cultural objects will be discussed with Chief LETS.

14. Personnel

a. [ ] C/E&R, has returned to Headquarters from an overseas temporary duty assignment with the Film Production Branch.

b. [ ] Map Training Officer of ISB/SS, has informed C/ISB of his coming marriage 19 November to [ ] of the Library Section/ISB.

c. [ ] is presently attending the CE Course.

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d. [ ] formerly of the VAS art staff  
has been transferred to the FE Division, where he will shortly  
assume the duties of Training Aids Officer at [ ]

25X1

e. In the absence of [ ] the requests normally  
serviced by him will be handled by [ ]

25X1

25X1

25X1



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